



Northern Arizona Intergovernmental Public Transportation Authority

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Transit Advisory Committee Minutes for Thursday, September 6, 2018

NAIPTA Conference Room
3773 N. Kaspar Dr.
Flagstaff, AZ 86004

NOTE: IN ACCORDANCE WITH PROVISIONS OF THE ARIZONA REVISED STATUTES THE SUMMARIZED MINUTES OF NAIPTA TAC MEETINGS ARE NOT VERBATIM TRANSCRIPTS. ONLY THE ACTIONS TAKEN AND DISCUSSION APPEARING WITHIN QUOTATION MARKS ARE VERBATIM. AUDIO RECORDINGS OF NAIPTA TAC MEETINGS ARE ON FILE IN THE NAIPTA CLERK'S OFFICE.

The Transit Advisory Committee met in Regular Session on Thursday, September 6, 2018 at 10am in a WEB BASED meeting. Members of the TAC attended in person, by telephone or internet conferencing. NAIPTA staff were present in the NAIPTA Conference Room, 3773 N. Kaspar Dr., Flagstaff, AZ 86004. The public was invited to observe and participate in the meeting at the address above.

TAC MEMBERS PRESENT:

Dave Wessel, (Chair), Manager, FMPO, elected Vice Chair, acting Chair of this meeting;
James Jayne, Interim County Manager, Coconino County;
Jeff Bauman, City Engineer, City of Flagstaff, alternate;
Shari Miller, Citizen Representative, City of Flagstaff, (WebEx);
Erin Stam, Director of Parking and Shuttle Services, NAU, designee, (WebEx);
Paul Wagner, Citizen Representative, City of Flagstaff, alternate;
Dylan Graham, ASNAU President, NAU, (WebEx), joined at approximately 11:07am;
Ron Hurlle, Chief Innovation Officer/Vice President, CCC, (WebEx);
**Five of our eight TAC member seats must be present to constitute a quorum.*

TAC MEMBERS EXCUSED:

Gillian Thomas, (Vice Chair), Citizen Representative, Coconino County, elected Chair;
Lucinda Andreani, Interim Deputy County Manager, Coconino County, designee;
Barbara Goodrich, Interim City Manager, City of Flagstaff, designee;
Martin Ince, Multi-Modal Planner, FMPO, alternate;
T. Paul Thomas, Business Representative, Northern Arizona Leadership Alliance;
Tim Kinney, Business Representative, Northern Arizona Leadership Alliance, alternate

NAIPTA STAFF IN ATTENDANCE:

Erika Mazza, Deputy General Manager;
Heather Dalmolin, Administrative Director;
Jim Wagner, Operations Director;
Jacki Lenner, Marketing Manager;
Lauree Battice, Business Manager;
Anne Dunno, Capital Project Manager;
Alicia Becker, Transit Planner;



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Kate Morley, Mobility Planner;
Estella Hollander, Associate Planner;
Robert Martinez, Technical Specialist;
Rhonda Cashman, Clerk of the Board

GUESTS PRESENT:

None.

1. CALL TO ORDER -Chair Wessel called the meeting to order at 10:06am.
2. ROLL CALL AND INTRODUCTIONS
3. APPROVE TAC MINUTES
 - a. Regular Meeting 4/5/2018
 - b. Special Meeting 8/15/2018

Advisor Jayne moved to approve the minutes from April 5, 2018 and August 15, 2018. Advisor Miller seconded. There was no discussion. All approved, none opposed. Motion carried.

| NAME | YES VOTE | NO VOTE |
|--------------|----------|---------|
| Dave Wessel | X | |
| James Jayne | X | |
| Jeff Bauman | X | |
| Shari Miller | X | |
| Erin Stam | X | |
| Ron Hurle | X | |

4. CALL TO THE PUBLIC

There were no members of the public present.

5. COCONINO COMMUNITY COLLEGE PROPOSITION 417 PRESENTATION

Per Advisor Hurle's request, this presentation was tabled to the October TAC meeting.

6. TAC AGENDA

a. **DISCUSSION / ACTION ITEMS:**

i. FY2019 TAC ELECTION OF OFFICERS

-Rhonda Cashman, Clerk of the Board
Staff recommends the TAC elect officers for FY2019.

Ms. Cashman informed the TAC of the eligibility of Advisor Wessel and Advisor Gillian Thomas to serve another one-year term for their respective officer positions. Each has only served one year. Advisor Wessel communicated he would be glad to step down from being the Chair. Though Advisor Gillian Thomas was not available at the meeting, she made Chair Wessel aware prior to the meeting that she would be



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willing to serve as the Chair in the coming year. Advisor Wessel offered to be the Vice Chair in the coming year. There were no further nominations. All approved, none opposed. Motion carried.

| NAME | YES VOTE | NO VOTE |
|--------------|----------|---------|
| Dave Wessel | X | |
| James Jayne | X | |
| Jeff Bauman | X | |
| Shari Miller | X | |
| Erin Stam | X | |
| Ron Hurle | X | |

b. PROGRESS REPORTS:

- i. MOUNTAIN LINE AND MOUNTAIN LIFT RIDER SATISFACTION SURVEYS
-Jacki Lenners, Marketing Manager

Ms. Lenners reviewed rider satisfaction survey results with TAC members for both Mountain Line, with and without Route 10 (Mountain Link) and Mountain Lift, including the Taxi Voucher Program.

7. REVIEW OF THE DRAFT BOARD BUSINESS AGENDA

The TAC reviewed the draft Board Business Agenda and discussed staff reports, in order to provide recommendations to the Board. Specific comments and recommendations are noted in these minutes.

a. CONSENT ITEMS:

All matters under Consent Agenda are considered by the Board of Directors to be routine and will be enacted by a single motion APPROVING THE CONSENT AGENDA. If discussion is desired on any particular consent item, that item will be removed from the consent agenda and will be considered separately. All items on the Consent Agenda with financial impact have been budgeted.

- i. UPDATED TITLE VI POLICY AND PROGRAM FOR FY2018 THRU FY2021
-Heather Dalmolin, Administrative Director

Staff recommends the Board of Directors: Approve the updated Title VI Civil Rights Policy and Program and authorize CEO-General Manager to approve clerical corrections in future.

The TAC did not pull this item for discussion.

b. DISCUSSION / ACTION ITEMS:

- i. ENTERPRISE RIDESHARE CONTRACT FOR VANPOOLS

-Kate Morley, Mobility Planner

Staff recommends the Board of Directors award RFP 2018-130 to Enterprise Rideshare to provide necessary vanpool services: 1) Approve contract for a five-year



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term; and 2) authorize NAIPTA CEO-GM to execute Task Orders with a not-to-exceed amount of \$360,000.

Ms. Morley stated this is a request for the Board to award the turnkey vanpool contract to Enterprise and authorize the CEO and General Manager to execute task orders as budgeted. The program would continue under the same company. This program is funded by ADOT's Section 5311 grant and matching funds are provided by Coconino County. Riders find it to be a very valuable program. There were no questions.

ii. APPROVE THE CENTRAL YAVAPAI METROPOLITAN PLANNING ORGANIZATION (MPO) SERVICE AGREEMENT

-Heather Dalmolin, Administrative Director

Staff recommends the Board of Directors: Approve an Intergovernmental Agreement (IGA) between NAIPTA and Central Yavapai Metropolitan Planning Organization (CYMPO) for administrative and project management services.

Ms. Dalmolin explained to TAC members that the Board approved the NAIPTA/CYMPO partnership agreement in June. She reviewed some of the key points of the agreement. NAIPTA has the resources to apply to this project. The expense and revenue related to this project were not budgeted. This project will ultimately be a savings to the Flagstaff Transit Tax. If approved, there will be a procurement for the CYMPO Transit Implementation Plan. NAIPTA will offer planning services, but CYMPO is writing the scope. Vice Chair Wessel mentioned that the goals of the program would be good to know. Ms. Dalmolin noted that the award and contract will come back to the TAC and Board for approval. There were no questions.

iii. AMERICAN PUBLIC TRANSPORTATION ASSOCIATION (APTA) SUSTAINABILITY COMMITMENT PROGRAM

-Alicia Becker, Transit Planner

Staff recommends the Board of Directors approve NAIPTA's submittal to the American Public Transportation Association's Sustainability Commitment program.

Ms. Becker reported she would be asking the Board to approve NAIPTA to sign the APTA sustainability commitment. It is consistent with NAIPTA's guiding principles. There will be an evaluation of current systems and then goal-setting and consulting with peer agencies, etc. There was no further discussion.

iv. TRANSPORTATION DECISION 2018

-Jeff Meilbeck, CEO and General Manager

The Board may provide direction, but there is no recommendation from staff at this time.

Ms. Lenners presented on behalf of Jeff Meilbeck. A handout on the three transportation propositions were passed out. The members attending via WebEx will be sent the handout via email. Proposition 419 is the transportation tax renewal. A



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history of projects was reviewed, noting the before and after. Proposition 420 is a new sales tax for the Lone Tree Overpass. Proposition 421 is a new sales tax for more frequent transit service. . There was some discussion regarding responses from groups that have received presentations and whether other groups are scheduled, as well as a future Downtown Connection Center location. The website is up and running: www.flagstaffelections.org. The website, presentations and open houses are offered in conjunction with Proposition 422 for housing. There was no further discussion.

c. PROGRESS REPORTS:

i. SUMMARY OF CURRENT EVENTS

-Jeff Meilbeck, CEO and General Manager

Ms. Mazza reported on behalf of Jeff Meilbeck. She will be taking over the CEO and General Manager position on October 1st. She anticipates the transition to go smooth and it should not appear different to anyone outside the organization. Vice Chair Wessel offered congratulations to Ms. Mazza and offered a thank you to Mr. Meilbeck for his many years of service. Ms. Lenner asked TAC members to save the date of October 25th for Jeff's retirement reception. They will all receive an invitation.

Ms. Morley noted NAIPTA received a 5307-grant award for the Kaspar Extension in the amount of \$2.7 million, which was full design and construction funding, as well as \$900,000 for projects with NAU and Insta-Chains for our buses. Ms. Mazza added that NAIPTA has applied for a Federal Transit Administration (FTA) grant opportunity on behalf of NAU for electric buses and a bus storage facility.

Ms. Becker announced that NAIPTA has received certification for our Automatic People Counters (APCs). This process started in 2014. It will help with data collection.

ITEMS FROM COMMITTEE AND STAFF:

Advisor Jayne reported there will be a change of leadership within the Board of Supervisors. Art Babbott will be the incoming Chair through June 2019. Lindsay Daley will be the new Clerk of the Board of Supervisors and she officially starts that role on September 11th. Wendy Escoffier will be retiring from that position as of October 5th. The County is actively recruiting for a Deputy Clerk.

Vice Chair Wessel stated the Flagstaff Metropolitan Planning Organization has an Executive Director position available which will close next Friday.

8. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

October/November/December Working Agenda
Strategic Workplan



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The next TAC meeting will be October 4, 2018 and will be a WebEx meeting based in Flagstaff in the NAIPTA VERA Conference room, 3773 N. Kaspar Dr., Flagstaff, AZ 86004 at 10am. The public is invited to attend. October agenda items will include, but not be limited to the Transportation Decision 2018, FY2018 Annual Report, Employee Satisfaction Survey, Office Remodel Construction Final Update and the Workforce Utilization Report. The October agenda will be available for review on NAIPTA's website and at NAIPTA's public posting places (listed on the NAIPTA website) at least 24 hours prior to the meeting and should be consulted for a list of items that will come before the TAC.

9. ADJOURNMENT -Vice Chair Wessel adjourned the meeting at 11:21am.

Dave Wessel, Vice Chair of the NAIPTA Transit Advisory Committee

ATTEST:

Rhonda Cashman, Clerk of the Board



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